



HUMAN RESOURCE SERVICES

Seventh-day Adventist Church  
LAKE REGION CONFERENCE

# EMPLOYMENT APPLICATION

Please complete the following and return to Human Resources to be kept in your personnel file. All information is confidential. Attach additional pages if necessary.

The Lake Region Conference of Seventh-day Adventists (Lake Region Conference) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex (including pregnancy, childbirth, and other pregnancy-related conditions), age, national origin, marital status, physical or mental disability, or other protected categories under federal or state laws and regulations or local ordinances. The Lake Region Conference prohibits any form of workplace harassment, misconduct or abuse. The Lake Region Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

This application will be actively considered for the position you have requested for 3 months after submission to the Lake Region Conference. Applicants desiring to be considered for other positions, or after the 3-month time period has expired, must submit a new application. The Lake Region Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Lake Region Conference.

Please complete all questions on this application form. You may supplement the application with a resume, but all questions on this application must be answered.

## PERSONAL DATA

(Please **print** all information)

Last Name	First Name	Middle	Date
Have you ever used any other name(s) for work, school or other reasons?		Yes	No
If yes, list name(s) and dates/locations used and circumstances.			
Current Address		Telephone Number (Home)	
City/State/Zip		Telephone Number (Other)	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email Address	
Have you ever previously applied with or been employed by the Lake Region Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If employed, dates of employment (month/year):			
Reason for leaving (please check one):			
<input type="checkbox"/> resigned with notice <input type="checkbox"/> quit without notice <input type="checkbox"/> retirement <input type="checkbox"/> counseled to resign <input type="checkbox"/> terminated <input type="checkbox"/> position eliminated <input type="checkbox"/> other (specify):			
Lake Region Conference requires employees to be members in regular standing of the Seventh-day Adventist Church. <i>Please indicate where your membership is currently held:</i>			
Church		Pastor's Name	
Position for which you are currently applying?			
Location of position			
Date available:	Please check:	Full time	Part-time      Temporary      Other

**WORK HISTORY** .Provide complete information on all employment during **the past 10 years or your 4 most recent employers**, whichever is greater, including U.S. Armed Forces experience and major volunteer experience. Begin with your most recent employment. Include all full-time, part-time, and temporary employment. Explain all gaps in your employment history. *Use additional sheets if necessary.*

Dates From	To	Company Name	Address/City/State/Zip
Titles and Duties -			
Reason for Leaving (check one):		Supervisor's Name	Telephone Number
resigned with notice	position eliminated	quit without notice	
terminated	other (specify)		
counseled to resign			
Dates From	To	Company Name	Address/City/State/Zip
Titles and Duties -			
Reason for Leaving (check one):		Supervisor's Name	Telephone Number
resigned with notice	position eliminated	quit without notice	
terminated	other (specify)		
counseled to resign			
Dates From	To	Company Name	Address/City/State/Zip
Titles and Duties -			
Reason for Leaving (check one):		Supervisor's Name	Telephone Number
resigned with notice	position eliminated	quit without notice	
terminated	other (specify)		
counseled to resign			
Dates From	To	Company Name	Address/City/State/Zip
Titles and Duties -			
Reason for Leaving (check one):		Supervisor's Name	Telephone Number
resigned with notice	position eliminated	quit without notice	
terminated	other (specify)		
counseled to resign			

**EDUCATIONAL RECORD**

Level of Education	Degree/Diploma	Institution Granting/Diploma/Degree
Secondary	_____	_____
Post-Secondary (College)	_____	_____
Post Graduate (Master's)	_____	_____
Doctoral	_____	_____
Other	_____	_____

*\*Please furnish copy of Diploma/Degree*

**PROFESSIONAL/TECHNICAL/SPECIAL SKILLS** (please list other specific skills):

--

In which languages are you fluent?

1.	Reading:	Writing:	Speaking:
2.	Reading:	Writing:	Speaking :
3.	Reading:	Writing:	Speaking:

**REFERENCES** The information obtained from references will be considered by the Lake Region Conference in making a decision on your application.

Please provide three (3) work references (no family or friends).

Name	Telephone Number	Address	Relationship to You
1			
2			
3			

Please provide three (3) personal references.

Name	Telephone Number	Address	Relationship to You
1			
2			
3			

**APPLICANT'S VERIFICATION - Read carefully before signing**

I certify that the information on this application and any resumes or other attachments is true, correct and complete. I understand that false, misleading, incomplete or omitted information on this application or in resumes, attachments or interviews will make me ineligible for employment or subject to discharge from employment, whenever discovered.

I understand that this employment application is not an offer of employment or a contract between the Lake Region Conference and me. I understand and acknowledge that employment with the Conference is based on mutual consent, and that if hired, I will be an at-will employee. Either the Conference or I may cease the employment relationship at any time without prior notice or requirement of cause. I understand that no unauthorized representative may enter into any agreement for other than at-will employment.

I understand that, if employed, I will be required to complete a federal I-9 Form and provide documents verifying my identity and right to work in the United States.

I authorize the Lake Region Conference to confirm the information supplied on this application and any curriculum vitae or resume and to investigate my suitability for employment. I agree to furnish additional information if requested by the Lake Region Conference. I release all parties and persons from any claims, liabilities and damages that may result from requesting and furnishing information about me to the Lake Region Conference and from the Lake Region Conference using such information in considering my employment application. I understand that this authorization does not include a consumer report under the federal Fair Credit Reporting Act. If the Conference conducts a consumer report about me under the federal Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization.

If employed, I understand that I must comply with all policies, rules and procedures of the Lake Region Conference.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date